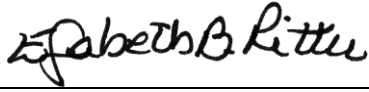


STATE OF CONNECTICUT
STATE DEPARTMENT ON AGING
STATE UNIT ON AGING (SUA)
PROGRAM INSTRUCTION



Elizabeth B. Ritter, Commissioner

May 8, 2015

Effective Date

PROGRAM INSTRUCTION: SUA-SPI-15-01

SUBJECT: Carryover Policy and Reallotment Policy for Older Americans Act Funds: Title III, Title VII and Nutrition Services Incentive Program (NSIP) Funds

This Program Instruction (PI) is to notify Area Agencies on Aging of the State Department on Aging's (SDA) policy regarding Carryover and Reallotment of Older Americans Act Funds.

CARRYOVER POLICY

Beginning January 1st and no later than March 1st each year, Area Agencies on Aging must provide the State Unit on Aging with a completed Exhibit B-10, the Request to Authorize Approval of Carryover funds. Carryover of funds is not required. If carryover of funds is not requested, Exhibit B-10 must still be completed, signed and returned to the SDA.

The expectation for Older Americans Act (OAA) funds is that these funds are to be allocated and services are to be provided in the year for which funds are received. This is SDA's responsibility as the designated State Unit on Aging to the federal Administration for Community Living (ACL).

Beginning FFY 2015 (October 1, 2014 through September 30, 2015) and beyond, carryover is permissible for Title III and NSIP.

Beginning FFY 2015 (October 1, 2014 through September 30, 2015) and beyond, carryover is not permissible for Title VII, SDA Administration, SDA Title III and Title IIIIE Administration, SSBG or AAA Administration Funds.

Title III and Nutrition Services Incentives Program (NSIP) Funds

Carryover is permissible for Title III and NSIP. Carryover is limited to 15% of funds each year, as directed by the SDA. According to the State Plan on Aging, Section 307(a)(3)(A), "The Area Agencies on Aging shall not carry more than 15% of their allocation over from the preceding fiscal year. Whenever the Commissioner of Aging determines that an Area Agency on Aging's carry over will exceed 15% of the current year's allocation, the [Commissioner] may make the amount in excess of 15% available for reallocation to such other Area Agencies as can demonstrate a need for the additional funding during the current fiscal year."

To clarify the intent of this provision, carryover may be requested for Title III and NSIP allocations only. The total amount of carryover or any single line item of carryover shall not exceed 15%, as listed on the attached Exhibit B-10. Beginning FFY 2015, the amount of carryover for any single line item(s), as listed on the submitted B-10, which is more than 15% will result in the reduction of future SDA

administration funds received by the AAA in the following federal fiscal year. If the excess amount of carryover funds is more than the expected amount of the SDA administration funds to be received by the AAA in the following federal fiscal year, the SDA may reduce the AAA's anticipated Title III or NSIP allocation for the balance of this excess amount in the following federal fiscal year as well. The balance of excess funds will be taken from the same funding source where the excess occurred. Excess funds which occur due to exceeding the 15% limits will be redistributed by the SDA.

Title VII Funds

Carryover is not permissible for Title VII funds.

SDA Administration Funds

Beginning in FFY 2015 and beyond, SDA Administration funds may not be carried forward. SDA Administration funds are to be used for program funding for Title III-B, C-1, C-2, and/or D services to allow the AAA maximum flexibility for the use of these funds.

SDA Title III-E – Administration Funds

Beginning in FFY 2015 and beyond, SDA Title III-E Administration funds may not be carried forward. SDA Title III-E Administration funds may only be used for program funding for Title III-E services.

It is important that these SDA Administration and SDA Title III-E Administration funds listed above are spent in the year that they are allocated. Future availability of these SDA Administration dollars for AAAs will be in jeopardy if these funds are not spent during the year in which they are allocated.

AAA Administration Funds

Carryover is not permissible for AAA Administration funds.

REALLOTMENT POLICY

Beginning FFY 2015 and beyond, AAAs that have carryover of more than 15% in any individual category or in total in a particular year will receive a reduction from their SDA Administration funds in the subsequent federal fiscal year. This reduction will occur even if the total amount of carryover of OAA funds does not exceed 15%. The amount of the reduction will be redistributed by the State Unit on Aging. AAAs with carryover that is more than the permitted 15% for any individual category or total in any year beginning FFY 2015 will be subject to corrective action.

LEGAL AND

RELATED REFERENCES:

**State Department on Aging
Connecticut State Plan on Aging,
October 1, 2014 – September 30, 2017
Section 307 (a)(3)(A)
Subject- Carryover**

ATTACHMENT:

**Exhibit B-10 - Request to Authorize Approval of
Carryover Funds**

Disposition: Retain for Reference
Distribution: Area Agencies on Aging
Responsible Unit: State Department on Aging – State Unit on Aging
Margaret Gerundo-Murkette, (860) 424-5322

Date Issued: May 8, 2015

Exhibit B-10

Name of Area Agency on Aging: _____

REQUEST TO AUTHORIZE APPROVAL OF CARRYOVER FUNDS

	Amount	Fiscal Year
Title III B, Social Services	<input type="text"/>	<input type="text"/>
Title III C-1, Congregate Meals	<input type="text"/>	<input type="text"/>
Title III C-2, Home Delivered Meals	<input type="text"/>	<input type="text"/>
Title III D, Health Promotion	<input type="text"/>	<input type="text"/>
Title III E, National Caregiver Support	<input type="text"/>	<input type="text"/>
Nutrition Services Incentive Program	<input type="text"/>	<input type="text"/>
TOTAL CARRYOVER	<input type="text" value="\$ -"/>	<input type="text"/>

Signature of Authorized Official of Area Agency

Date

☐ Approved

☐ Denied

State Department on Aging

Date

The State Plan assures that "The Area Agencies shall not carry more than 15 percent of their allocation over from the preceding fiscal year. Whenever the Commissioner of Aging determines that an Area Agency on Aging's carry over will exceed 15 percent of the current year's allocation, the [Commissioner] may make the amount in excess of 15 percent available for reallocation to such other area agencies as can demonstrate a need for the additional funding during the current fiscal year." To clarify the intent of this provision, neither the total agency allocation carry forward nor any single line item carry forward within the allocation shall exceed 15%.

Please refer to Program Instruction: SUA-SPI-15-01 regarding the Carryover Policy and Reallotment Policy.

Revised 5/8/15